

TYPING TUTOR

learn touch typing quickly and easily

WORD INVADERS

makes typing practice an entertaining game



TYPING TUTOR WORD INVADERS

INTRODUCTION

Many thousands of people ranging in age from elementary school children to senior citizens have learned to touch type with TYPING TUTOR PLUS WORD INVADERS. You will learn the skill of touch typing with this program if you use it regularly.

The cassette tape versions of this program contain TYPING TUTOR on side one and WORD INVADERS on side two of the tape. The disk versions have both programs on one disk. TYPING TUTOR is divided into eight major levels. Level one of TYPING TUTOR teaches the "home" keys ASDFJKL; and level two adds the letters EIRU. After you have been introduced to the letters in levels 1 & 2, you will have learned enough letters to try WORD INVADERS. Real words, rather than random letters or nonsense words, are used in WORD INVADERS to make practicing easier and more effective.

LOADING INSTRUCTIONS

See the specific LOADING instructions and SPECIAL instructions for your particular computer listed on the following pages:

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IN CASE OF DIFFICULTY WITH DISK

Be sure you are following the correct loading procedure. Problems with new disks are extremely rare. If your disk does not load properly, return it directly to Academy Software. We will promptly send you a free replacement under the terms of the limited warranty below.

IN CASE OF DIFFICULTY WITH TAPE

This cassette tape was produced under very high quality control standards by one of the finest recording companies in the United States.

If you should experience any difficulty in loading the programs on the tape, they recommend the following procedure:

1. Rewind the tape to the beginning.
2. Without typing LOAD on the computer, press PLAY on the recorder and let the tape run to the end.
3. Turn the tape over and press PLAY on the recorder. Let the tape run to the end.

This procedure will allow the tape windings to conform to your individual recorder and should give you trouble free loading.

If the tape still does not load, try moving your recorder further away from your TV set and other sources of magnetic interference.

Any tape that does not load properly after these steps have been taken should be returned directly to Academy Software. We will promptly send you a free replacement under the terms of the limited warranty below.

BACK-UP COPIES

Upon payment of \$10.00 and proof of purchase, we will send a back-up copy of the disk or tape. Be sure to indicate type of computer and disk or tape.

LIMITED WARRANTY

Academy Software and the authors of these programs shall have no liability to any entity with respect to any liability, loss or damage caused by this product.

If you have purchased a defective cassette or disk, Academy Software will replace it free of charge if the original cassette or disk and proof of purchase are returned to us within 120 days of purchase. If a cassette or disk is damaged after that time, a replacement will be sent for \$5.00 upon receipt of the original tape or disk.

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P.O. Box 6277 San Rafael, CA 94903

TYPING TUTOR

PROGRAM PROCEDURE

Academy Software Typing Tutor begins by teaching the "home keys" and will automatically advance to teach new keys as your skills develop. Choose level of difficulty #1 when you start. The program was designed to give practice in the use of the computer's RETURN (or ENTER) key, as well as to simulate the use of a carriage return key on a typewriter. Hit the return key on the computer with the little finger of your right hand when you reach the end of a line on your video screen to move to the next line. After typing the third line, hit the return key and the computer will calculate your typing speed, count your errors, and evaluate your performance. If you have done well enough, you will be given a new exercise. If you need more practice, the exercise will be repeated. The delete key and all the cursor control keys have been inactivated by the program. Typing errors cannot be corrected and attempting to do so will count as another error. At the successful completion of level 1, the program will automatically advance to level 2. The same automatic advance operates in the later levels.

Each level is divided into ten pages numbered 0-9. Page 9 of each level is an exam that will test your readiness to advance to the next level. You must reach a typing speed of at least 10 W.P.M., with no more than 3 errors, to advance to the next level.

As explained on your video screen, a special key is active whenever the 'press Return to type' message is flashing, and also while typing on a page. Pressing this key will bring you to a selection menu and will also display the keyboard on the screen showing the proper finger to use for each key. You may select a new level, a new page, or return to your current page from this menu. Beginners, however, should start at level one and let the program advance them automatically at their own individual rate.

At the conclusion of level 6 you will have learned all the letter keys, upper and lower case. Level 7 introduces numbers, and level 8 reviews everything you have learned. Touch typing is a skill that requires practice to perfect. Don't be discouraged if you find it difficult at first. Practice regularly and you will master it. Most authorities recommend a minimum of 15 minutes practice every day.

TYPING INSTRUCTIONS

POSTURE: Sit erect in your chair with your feet resting flat on the floor. Your shoulders should be relaxed, and your arms should hang naturally with your elbows held comfortably close to your body. Lean forward slightly from the hips. Your body should be centered opposite the H key and should be about one hand length from the keyboard.

LEVEL 1: Introduces the "home" ASDFJKL; keys. Place your left hand fingertips lightly on the ASDF keys. Place your right hand fingertips lightly on the JKL; keys. Curve all your fingers so that only their tips touch the keys. Slant your hands upwards from the wrists parallel to the keyboard. Tap each key with a quick, sharp stroke. Strike the center of the spacebar sharply with the side of your right thumb. Extend the little finger of your right hand to tap the return key and quickly bring your fingers back home. **LOOK AT THE VIDEO SCREEN, NOT THE KEYBOARD!**

You are now ready to begin typing. Start with level 1. Refer back to these instructions frequently to be certain you are using correct finger techniques.

LEVEL 2: Be sure to re-read and continue to follow all instructions given for level 1. Review the instructions on posture.

NEW KEYS

E —use D finger

I —use K finger

R —use F finger

U —use J finger

In reaching for these new keys, unbend the called for finger slightly, hit the key and quickly bring the finger back home. Keep the other fingers at the home positions. After these 4 letters are introduced, you may want to try your hand at WORD INVADERS.

LEVEL 3: Continue to follow all level 1 and 2 instructions. Review the instructions on posture.

NEW KEYS

G —use F finger. Keep other fingers home.

H —use J finger. Keep other fingers home.

CAPITAL LETTERS—To capitalize a letter typed by the right hand:

1. Reach for the left shift key with the A finger, keeping F finger home.
2. Hold shift key down while typing capitalized letter.
3. Release shift key and return A finger to its home key.

To capitalize a letter typed by the left hand:

1. Reach for the right shift key with the ; finger, keeping J finger home.
2. Hold shift key down while typing capitalized letter.
3. Release shift key and return ; finger to its home key.

PERIOD—Use L finger. Curl the L finger as it goes downward, keeping the J finger in the home position. Zip back to home position.

LEVEL 4: Continue to follow previous instructions.

NEW KEYS

T —use F finger, keeping A and S fingers home.

O —use L finger, keeping J finger home.

W —use S finger, keeping F finger home.

Y —use J finger, keeping K,L, and ; fingers home.

Hold your elbows close to your body. Use finger reach only. Don't move arms and hands. Return fingers quickly to home positions.

LEVEL 5: Continue to follow previous instructions.

NEW KEYS

Q —use A finger, keeping F finger home.

P —use ; finger, keeping J finger home.

V —use F finger, keeping D finger home.

M —use J finger, keeping K finger home.

B —use F finger, keeping D finger home.

N —use J finger, keeping K finger home.

Remember to hold your elbows close to your body. Use finger reach only. Don't move arms and hands. Return fingers quickly to home positions.

LEVEL 6: Continue to follow all previous instructions.

NEW KEYS

C —use D finger, keeping A finger home.

. —use K finger, keeping ; finger home.

Z —use A finger, keeping F finger home.

/ —use ; finger, keeping J finger home.

? —use ; finger and left shift keys, keeping J finger home.

X —use S finger, keeping F finger home.

This level completes all the letter keys.

LEVEL 7:

NEW KEYS

1 —use A finger, keeping F finger home.

2 —use S finger, keeping F finger home.

3 —use D finger, keeping F finger home.

4 —use F finger, keeping A finger home.

5 —use F finger, keeping A finger home.

6 —use J finger, keeping ; finger home.

7 —use J finger, keeping ; finger home.

8 —use K finger, keeping ; finger home.

9 —use L finger, keeping J finger home.

0 —use ; finger, keeping J finger home.

- —use ; finger, keeping J finger home.

Return quickly to the home position.

LEVEL 8: No new material, review only.

If you pass the final exam in level 8, the program will announce that you have graduated and it will end. (A typing speed of 20 W.P.M. or more is required for graduation.) On some computers, if you wish to re-enter the program for more practice, type RUN. Other computers restart the program automatically after graduation.

WORD INVADERS

GAME INSTRUCTIONS

While it is possible to play this game using the "hunt and peck" method of typing, you will find that it is much more fun if you watch the video screen and type by touch. In order to do this, you must know at least the letters taught in TYPING TUTOR levels 1 and 2. Please start your typing instruction with TYPING TUTOR level 1 before using WORD INVADERS.

The object of the game is to blast the invading words out of the sky before your base is destroyed. Blast out the words on the bottom screen line by typing each letter correctly. Typing an incorrect letter gives the spaceship an extra burst of energy and this makes the screen flash. Press the space bar after each word except the last word on each line. When you reach the end of a line, your cannon will immediately bounce back to the beginning for you to fire at the next line. The spaceship carries only enough words for a limited number of bombing runs. If you hit every letter before any reach your base, you will win. Your typing speed and game score will be displayed at the end of each game.

The four levels of difficulty of WORD INVADERS were designed to match the letters learned in TYPING TUTOR.

LEVEL (A-B-C-D)?

Choose the level of difficulty based on your touch typing knowledge of the keyboard.

LEVEL A:

Letters taught in TYPING TUTOR 1-2

These letters are:

A S D F J K L ; E I R U

LEVEL B:

Adds the letters taught in TYPING TUTOR 3-4

G H . T O W Y

LEVEL C:

Adds the letters taught in TYPING TUTOR 5-6

These letters are:

Q P V M B N C , Z X

LEVEL D:

Adds the numbers. Numbers are taught in TYPING TUTOR level 7.

SPEED (1-2-3-4)?

The spaceship will move with greater velocity, and the words will drop toward your base faster in accordance with the speed level chosen.

SPEED 1:

Provides a challenge for the beginning touch typist. Approximately 12 W.P.M. typing speed needed to win.

SPEED 2:

For the more advanced beginner and intermediate touch typists. Approximately 20 W.P.M. needed to win.

SPEED 3:

Approximately 30 W.P.M. needed to win.

SPEED 4:

Approximately 35 W.P.M. needed to win. The proficient touch typist can obtain a greater challenge by waiting for the words to move towards the bottom of the screen before starting to type. Waiting for the words to reach the bottom row before starting requires an actual typing speed of approximately 60 W.P.M. to win.

The program will keep up with error free typing at over 80 W.P.M. if typing starts when the first complete line appears on the screen.

APPLE IIe and APPLE IIc

LOADING INSTRUCTIONS

1. Turn off the computer.
2. Insert the disk in drive #1 with the label facing up and close the disk drive door.
3. Turn the computer on. This will start the autoloader process.

SPECIAL APPLE INSTRUCTIONS

The special key referred to on page 3, paragraph 3, is the "ESC" key on the APPLE keyboards.

Since there is no volume control on the Apple IIe, a "sound off" option has been incorporated in this program. This option is accessible from the Main Title screen and toggled with the "ESC" key.

Apple conversion by
Leo Hirsch and Steve Rubenstein

ATARI 520ST

LOADING INSTRUCTIONS

1. Turn off the computer and remove any cartridge from the cartridge port.
2. Turn on your disk drive and insert the disk in drive A with the label facing up.
3. Turn the computer on. This will start the autoloader process.

SPECIAL ATARI ST INSTRUCTIONS

The special key referred to on page 3, paragraph 3, is the "ESC" key on the ATARI ST keyboard.

Atari ST conversion by
Lun S. Yuen

ATARI 400, 800, all XL's, all XE's

LOADING INSTRUCTIONS

TAPE

1. Turn off the computer and remove all cartridges.
2. Place the program cassette into the recorder and rewind. Press the recorder's STOP key when the tape stops moving.
3. Press the PLAY key on the recorder.
4. While holding down the START key on the computer, turn the computer on. After the tone, release the START key and press RETURN. This will start the autoloading process.

TYPING TUTOR will load in 3 3/4 minutes.

WORD INVADERS will load in 2 1/2 minutes.

5. If the program does not load properly, remove the program cassette and then repeat steps 1-4.

In case of continued difficulty with tape, see page 2 of this booklet.

DISK

1. Turn off the computer and remove all cartridges.
2. Turn on your disk drive and insert the disk in the drive with the label facing up.
3. Close the disk drive door.
4. Turn the computer on. This will start the autoloading process.

SPECIAL ATARI XL/XE INSTRUCTIONS

The special key referred to on page 3, paragraph 3, is the "START" key on the ATARI XL/XE keyboards.

Atari conversion by
Lun S. Yuen

IBM PC, PCjr, XT, AT and compatibles

LOADING INSTRUCTIONS

To use TYPING TUTOR + WORD INVADERS on these computers, follow one of the two procedures below:

Procedure I. For IBM PC (color or monochrome), PCjr., and most compatibles.

1. Place your DOS disk in drive A and turn the computer on.
2. Move through the date and time inputs by pressing ENTER until you see the prompt: A >
3. Remove your DOS disk and insert the TYPING TUTOR + WORD INVADERS DISK in drive A.
4. Type MENU and press ENTER. This will load and run the program.

Procedure II. For Leading Edge Model D with monochrome monitor and other compatibles when Procedure I above does not work.

1. Place your DOS disk in drive A and turn the computer on.
2. Move through the date and time inputs by pressing ENTER until you see the prompt: A >
3. Remove your DOS disk and insert the TYPING TUTOR + WORD INVADERS DISK in drive A.
4. Type MMENU and press ENTER. This will load and run the program.

SPECIAL IBM INSTRUCTIONS

The special key referred to on page 3, paragraph 3, is the "ESC" key on the IBM keyboard.

A "sound off" option has been incorporated in this program. This option is always accessible and is toggled with the F1 key.

IBM conversion by
Uku Gomes

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COMMODORE 128

LOADING INSTRUCTIONS

TAPE

Follow the loading instructions listed under Commodore 64. (Your computer must be connected to a 40 column composite monitor or to a standard television set.)

DISK

1. Be sure the disk drive is turned on. Turn the computer off.
2. Insert the disk in the disk drive with the label facing up.
3. Turn on the computer. The program will autoloading and run. (Your computer must be connected to a 40 column composite monitor or to a standard television set.)

SPECIAL COMMODORE INSTRUCTIONS

The special key referred to on page 3, paragraph 3, is the "f7" key on the COMMODORE keyboards.

Commodore keyboards, in contrast to most standard keyboards, have the colon key rather than the semi-colon key in the right hand little finger home position. Therefore, for the proper finger exercise and technique, you will be using the colon key whenever the semi-colon key is referred to in this booklet.

AMIGA

LOADING INSTRUCTIONS

1. Turn on the computer.
2. Insert KICKSTART v 1.1 disk.
3. When 'WORKBENCH' prompt appears, insert the TYPING TUTOR + WORD INVADERS disk.

SPECIAL AMIGA INSTRUCTIONS

The special key referred to on page 3, paragraph 3, is the "ESC" key on the AMIGA keyboard.

Amiga conversion by
Leo Schwab

COMMODORE 64, PLUS 4/16

LOADING INSTRUCTIONS

TAPE

1. Turn the computer off and then turn it back on. (Commodore 128 users hold down the "Commodore" key, the lower left key on the keyboard, when you turn on the computer.)
2. Place the program cassette into the recorder and rewind. Press the recorder's STOP key when the tape stops moving.
3. Type LOAD on the keyboard and press the computer's RETURN key.
4. Press the PLAY key on the recorder.
5. When the "FOUND (name of program)" message appears on your TV screen, press the "Commodore" key on the lower left side of the computer keyboard.
6. When the word READY appears on your screen, type RUN and press the RETURN key.
7. If the program does not load properly, remove the program cassette and then repeat steps 1-6.

In case of continued difficulty with tape, see page 2 of this booklet.

DISK

1. Be sure the disk drive is turned on.
2. Turn the computer off and then turn it back on.
3. Insert the disk in the disk drive with the label facing up.
4. Type LOAD "*",8 and press the RETURN key.
5. When the word READY appears on your screen, type RUN and press the RETURN key.

SPECIAL COMMODORE INSTRUCTIONS

The special key referred to on page 3, paragraph 3, is the "f7" key on the COMMODORE keyboards.

Commodore keyboards, in contrast to most standard keyboards, have the colon key rather than the semi-colon key in the right hand little finger home position. Therefore, for the proper finger exercise and technique, you will be using the colon key whenever the semi-colon key is referred to in this booklet.

NOTES . . . TYPING TUTOR

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NOTES . . . TYPING TUTOR

[illegible]

NOTES . . . WORD INVADERS

Name

JENNY

Date

12/10/88

High Score

537

NOTES . . . WORD INVADERS

Name

Date _____

High Score

[illegible]

ACADEMY
SOFTWARE